

Attachment 1  
(Information sheet)

## RETIREMENT BENEFITS AT SEPARATION

Now that you are leaving or are planning to leave the Federal service you will have an interest in your retirement withholdings. Upon your separation you will be eligible for an annuity or a refund depending upon your particular retirement status.

### A. Eligibility for an Annuity or Refund

You are entitled only to a refund of deductions withheld from your salary plus accrued interest if you have less than five years' civilian Federal service creditable under civil service retirement or if you have served in a position covered by the Retirement Act for a period of at least one year within the two year period immediately preceding separation. (However, any annuity right which you may have already acquired, based upon a previous separation, is not lost if thereafter you reentered Federal employment and cannot currently meet the requirement of at least one year of civilian service within the last two years immediately preceding separation.) Deductions withheld prior to 31 December 1947 accrued interest at an annual rate of 4 percent, thereafter, the rate is 3 percent. You may leave the money in the civil service retirement fund if you plan to re-enter the Federal service, but no interest will accrue during the period of your separation.

If you have more than five but less than 20 years of creditable Federal service and you served in a position under the Retirement Act for at least one year within the last two years preceding separation, you have the option of taking a refund or of receiving an annuity at age 62. Even though you may not be eligible for an annuity immediately upon separation because of age, you may leave the money in your account, and it will continue to accrue interest for the purpose of an annuity until you do become eligible. However, accrued interest beyond the date of separation will not be paid if you decide to obtain a refund at some future date following separation.

On the other hand, if your creditable service totals twenty or more years, you are no longer eligible for a refund unless you enter a position subject to another Federal retirement system. You are entitled to an annuity at the time you become eligible for retirement. Interest on your retirement account accrues until the annuity becomes effective.

Whether or not you are eligible for retirement at separation depends upon other factors than the minimum requirement of five years' creditable civilian service. In brief, you may retire with an annuity under any of the following circumstances:

1. At any age if you are totally disabled for useful and efficient service in your position, or a comparable position, and you have the required minimum of five years' creditable civilian service, including one year of service under the Retirement Act within the last two years immediately preceding separation;

2. Between ages 55 and 62 if you have 30 or more years' creditable service including one year of service under the Retirement Act within the last two years immediately preceding separation (you are subject to a percentage reduction of  $1/4$  of  $1\%$  in the amount of your annuity for each full month you are under 60 at the time of your retirement);

3. At age 62 or afterwards with five or more years' service, including one year of service under the Retirement Act within the last two years immediately preceding separation;

4. At any age with 25 or more years' service (including one year of service under the Retirement Act within the last two years immediately preceding separation) if you are involuntarily separated not for cause. However, your annuity will be reduced  $1/4$  of  $1\%$  for each full month you are under age 60 at the time of your retirement.

If you have an annuity right based on a prior separation and decide upon a refund covering only periods of subsequent service subject to deductions you should so state in your refund application; otherwise you will be given a total refund covering all service and your title to an annuity will be forfeited.

If you are eligible for retirement at the time of your separation, you may apply by executing Standard Form 2801, Application for Retirement, and forwarding it to the Office of Personnel for final processing and transmittal to the Civil Service Commission.

#### B. Creditable Service

For civil service retirement purposes, you may receive credit for most civilian Federal employment. However, in order to receive full credit for periods of civilian service when deductions were not withheld, except for periods of Federal civilian service performed before August 1920, it will be necessary for you to make a deposit covering the amount of deductions that would have been withheld, plus accrued interest. If you do not make a deposit, the period is still counted toward aggregate length of service, but your annuity is reduced by one tenth of the amount of the deposit that would be required. On the other hand, if you have received a refund covering any previous period of Federal service, that amount, including the interest, must be paid back into the retirement fund before such service will be counted toward an annuity. You may apply for a deposit or redeposit by submitting Standard Form 2803 (or 103), Application for Service Credit, to the

Office of Personnel before your separation or to the Civil Service Commission after your separation but prior to the official determination of your annuity.

You may also count periods of active military service toward civil service retirement if you have the minimum five years' civilian service and do not credit the military service for military retirement pay. If you retire due to a wound incurred in combat or an injury resulting from an explosion of an instrument of war or if you receive military retired pay based upon reserve retirement (Title III, P.L. 810, 80th Congress) you can even apply, under certain circumstances, periods of active military duty towards both a civil service annuity and military retirement pay. Moreover, you receive full credit for military service applied toward civil service retirement, without making a deposit.

#### C. Voluntary Contributions

You may obtain a larger annuity benefit by making voluntary contributions to the retirement fund before separation or after separation, until the date of adjudication of your application for retirement. Contributions may be made in amounts of \$25, or multiples thereof, by submitting Standard Form 2804 (or 104), Election to Make Voluntary Contributions. Total contributions may not exceed 10 percent of your total basic compensation for services rendered since 1 August 1920.

#### D. Refunds

There is usually an advantage in leaving retirement withholdings in the retirement fund for a future annuity, if you are eligible, rather than receiving a refund (for example, 3% interest accrues to the date of the annuity). Should you elect to leave your money in the retirement fund in order to receive an annuity when you reach age 62, no immediate action is necessary on your part. Within the last three months before you become 62, you should write to the Civil Service Commission to make a formal application.

If you elect and are eligible for a refund, you may apply at headquarters during the time of separation by filing with the Office of Personnel a formal application on Standard Form 2802 (or 102), Application for Refund of Retirement Deductions. Final settlement of your retirement account will be made by the Civil Service Commission. The amount to your credit in the retirement fund is separate and distinct from other final payments which may be due you from the Agency.

#### E. Survivor Benefits

Any balance left in your account following your death will be paid as a survivor annuity or as a lump-sum payment to your beneficiary.

The Office of Personnel will inform you concerning these prospective benefits and the order of precedence in which lump-sum benefits will be paid to beneficiaries. Before you leave the service, however, you may designate some other beneficiary or beneficiaries, who will take precedence over those prescribed by law, by filing Standard Form 2808, Designation of Beneficiary, with the Office of Personnel.

The Office of Personnel has facilities for advising you unofficially on the types of annuity available and estimating the amount of annuity payments which you will receive. It will also assist you on any other retirement questions which you may have.

Attachment 2

Sample Letter to Beneficiary Concerning  
Death Benefits

Mrs. John Doe  
1000 Main Street  
Chicago, Illinois

Dear Mrs. Doe:

It appears that you may be eligible for (survivor annuity benefits under the Civil Service Retirement System) (a lump-sum payment of money standing to the credit of Mr. \_\_\_\_\_ in the Retirement Fund, which if paid would be distinct from any final payments which may be due from the Agency).

It will be necessary for you to make a formal application for this benefit on the attached form. Please complete the form in accordance with the printed instructions, including the requirement that a death certificate be submitted. This will avoid any delay which might result from failure to complete the form or to furnish supporting papers. It will not be necessary for you to fill in the blanks relating to the Division or Branch in which Mr. \_\_\_\_\_ worked.

The form and necessary papers should be sent to the Office of Personnel, 2430 E Street, N.W., Washington 25, D.C., rather than to the Civil Service Commission. The record of Mr. \_\_\_\_\_'s deductions in this Agency will be attached to your application and these documents will be forwarded to the Commission for processing which may require from one to three months.

Please advise us if we can be of any further assistance to you.

Very truly yours,

Director of Personnel

Attachment 3

Sample Memorandum Requesting  
Examination for Disability Retirement

MEMORANDUM FOR: Chief, Medical Staff

SUBJECT: Disability Retirement of Mr. John Doe

1. Mr. John Doe, (office)(phone number) has contacted this Office concerning his eligibility for disability retirement. In order for his application to receive consideration by the Retirement Division of the Civil Service Commission it will be necessary for the Medical Staff to prepare a report on all pertinent phases of the disabling conditions which are alleged to exist.

2. Eligibility for total disability retirement is based on the individual's incapacity for useful and efficient service in his position or a comparable position. The medical report should include a statement on the beginning date of the disability, if known, and the history of the disability during the period of Agency employment. An opinion should also be expressed, if possible, as to whether or not the disability is due to his vicious habits, intemperance or willful misconduct.

3. The medical report may be made by memorandum or on any suitable medical form (such as Standard Form 78, Certificate of Medical Examination) supplemented by pertinent written comments. Please forward the report in duplicate to this Office in order that we can include it with other necessary papers to be transmitted to the Civil Service Commission.

Director of Personnel

